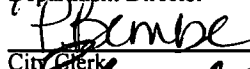
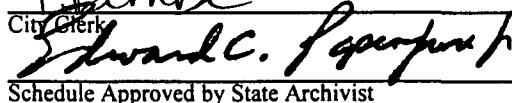


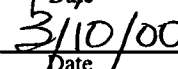
CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <b>m-114</b>
<b>HUMAN RESOURCES</b>		
Item No.	Description	Retention
1.	<b>General Correspondence</b> Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	<b>Employee Files</b> Record of current, former and retired employees. The record may include the following: employment application, payroll maintenance forms (personnel actions), employee performance evaluations, retirement information, social security and pension information and other pertinent data.	Retain employee history summary form (location card) for twenty-five years after termination then destroy. Retain employees record for five years after termination the destroy.
3.	<b>Applications for Employment</b> Application for employment purposes.	If not selected for employment - one year from date of application, then destroy.
4.	<b>Test (promotional and applicant)</b> Record of test for Police/Fire promotion in accordance with union contracts. Test for specific knowledge and ability of specific applicants.	Retain for three years after the administration of test, then destroy.
5.	<b>Application Log</b> Record of application for employment includes name, race, sex, position applied for, referral source, and date of application, date received.	Retain in office for five years, then destroy.
6.	<b>Medical Records</b> Record of legally required medical exam, lab work and drug screens. Exposure to hazardous material.	Retain for thirty years beyond termination, then destroy.
7.	<b>Advertising Files</b> File includes advertisements for City of Annapolis job openings. (Placed in newspapers/journals). In-house postings for job openings.	Retain for one year, then destroy.

  
 Department Director

  
 City Clerk

  
 Schedule Approved by State Archivist

  
 Date

  
 Date

APR 27 2000  
 Date

<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS</b> <b>Records Management Program</b>		<b>RECORDS INVENTORY</b> <b>PAGE <u>1</u> OF <u>7</u></b>	
<b>1. Department</b> <i>Human Resources</i> <i>Personnel</i>		<b>2. Division</b>		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. Record Series Title</b> <i>Employee files</i>				<b>5. Earliest Year/Latest Year</b> _____ to _____	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> <i>Record of current former and retired employees. The record may include the following: employment application, payroll maintenance forms (Personnel Actions), employee performance evaluations, retirement information, Social Security and pension information and other pertinent data.</i>					
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. Volume</b> <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>20</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. File Becomes Inactive After</b> <i>See # 18 below</i> _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. Current Location(s) (Bldg. Floor, Room)</b> <i>93 Main St., 3rd Floor, Personnel</i>		<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
<b>15. Access Restrictions</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) <i>"Privacy Act"</i>		<b>16. Audit Requirements</b> <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. Is an index system used? (If yes explain briefly and describe any hardware/software.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. Recommended Retention</b> <i>Retain employee history summary form (Locator Card) for 25 years after termination then destroy. Retain employee record for 5 years after termination then destroy.</i>			
<b>19. Name and Title of Preparer</b> <i>Darlene V. Benedict</i>					
<b>20. Telephone Number</b> <i>(410) 263-7998</i>				<b>21. Date</b> <i>9-18-96</i>	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b>	
		PAGE <u>2</u> OF <u>1</u>			
1. Department <i>Personnel</i>		2. Division		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>Applications for Employment</i>				5. Earliest Year/Latest Year <i>1995</i> to <i>1996</i>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Form used for employment purposes.</i>					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <u><i>Job Classification</i></u> _____ _____		9. Volume  <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u><i>2 1/2</i></u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
		10. Annual Accumulation  <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u><i>2 1/2</i></u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____			
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Month(s)            Number _____         </div> <div> <input checked="" type="checkbox"/> Year(s) of <i>Application</i> </div> </div>		
13. Current Location(s) (Bldg. Floor, Room) <i>93 Main St, 3rd Floor, Personnel</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) <i>"Privacy Act"</i>			16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>If not selected for employment -          One year from date of application - destroy</i>		
19. Name and Title of Preparer <i>Darlene N. Benedict</i> <i>Deputy Director</i>					
20. Telephone Number <i>(410) 263-7998</i>					21. Date <i>9-18-96</i>

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b>	
				PAGE <u>3</u> OF <u>1</u>	
1. Department <i>Personnel</i>		2. Division		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>Test (Promotional and Applicant)</i>				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Record of test for Police/Fire promotion in accordance with union contracts. Test for specific knowledge and ability of specific applicants.</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <i>Filed by test date and group tested.</i> _____ _____		9. Volume <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <i>As Required.</i> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <u>3</u>			
13. Current Location(s) (Bldg. Floor, Room) <i>93 Main St, 3rd Floor, Personnel</i>		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) <i>"Privacy Act"</i>		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <i>Retain 3 years after the administration of test, then destroy.</i>			
19. Name and Title of Preparer <i>Darlene J. Benedict</i> <i>Deputy Director</i>					
20. Telephone Number <i>(410) 263-7998</i> 21. Date <i>9-18-96</i>					

<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS</b> <b>Records Management Program</b>		<b>RECORDS INVENTORY</b> PAGE <u>4</u> OF <u>7</u>	
1. Department <u>Personnel</u>		2. Division		3. Unit	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title <u>Advertising Files</u>				5. Earliest Year/Latest Year <u>1993</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>The file includes advertisements for City of Annapolis job openings. (Placed in Newspapers/Journals). In house postings for job openings.</u>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1/2 drawer</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <u>3</u>			
13. Current Location(s) (Bldg. Floor, Room) <u>93 Main St, 3rd floor, Personnel</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>Three years and then destroy</u>			
19. Name and Title of Preparer <u>Darlene A Benedict</u> <u>Deputy Director</u>					
20. Telephone Number <u>(410) 263-7998</u>					
21. Date <u>9-18-96</u>					

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b>	
				PAGE <u>5</u> OF <u>7</u>	
1. Department <i>Personnel</i>		2. Division		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>Correspondence</i>				5. Earliest Year/Latest Year <u>1993</u> to <i>Present</i>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>This record includes correspondence, financial reports, salary surveys, policies and other pertinent data.</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <u>3</u>		
13. Current Location(s) (Bldg. Floor, Room) <i>93 main st, 3rd Floor, Personnel</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) <i>"Privacy Act"</i>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>Three years and then destroy.</i>		
19. Name and Title of Preparer <i>Paula Bennett / Deputy Director</i>					
20. Telephone Number <i>(410) 268-7998</i>				21. Date <i>9.18.96</i>	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>6</u> OF <u>7</u>	
<b>1. Department</b> Personnel		<b>2. Division</b>		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Application Log				<b>5. Earliest Year/Latest Year</b> <u>1990</u> to <u>1996</u>	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record of application for employment includes name, Race, Sex, Position applied for, Referral Source, and date of application, Date Received.					
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		<b>9. Volume</b> <div style="text-align: right; margin-right: 20px;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <u>4-1/2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. File Becomes Inactive After</b> <div style="text-align: right; margin-right: 20px;">Number</div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <u>5</u>			
<b>13. Current Location(s)</b> (Bldg. Floor, Room) 93 Main St., 3rd Floor, Personnel		<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input type="checkbox"/> No <input type="checkbox"/> Yes			
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) "Privacy Act"		<b>16. Audit Requirements</b> <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>18. Recommended Retention</b> Retain in office and then destroy Five years			
<b>19. Name and Title of Preparer</b> Darlene J. Benedict Deputy Director					
<b>20. Telephone Number</b> (410) 263-7998					<b>21. Date</b> 9-18-98

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>7</u> OF <u>7</u>	
1. Department <i>Personnel</i>		2. Division		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>Medical Records</i>				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Record of Legally required medical exam, lab work and drug screens. Exposure to hazardous material.</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>4</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <i>As Required.</i> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><input type="checkbox"/> Month(s)</span> <span><input checked="" type="checkbox"/> Year(s)</span> </div> <i>30 yrs after Termination</i>			
13. Current Location(s) (Bldg. Floor, Room) <i>93 Main St., 3<sup>rd</sup> Floor, Personnel</i>		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) <i>"Privacy Act"</i>		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <i>30 years beyond Termination</i>			
19. Name and Title of Preparer <i>Darlene J Benedict</i> <i>Deputy Director</i>					
20. Telephone Number <i>(410) 263-7998</i>				21. Date <i>9.18.96</i>	